

Highfields Scheme of Work Summary

COURSE/SUBJECT TITLE:	ECDL Flexiqua Level 1/2	EXAM / AWARD BODIES: (IF APPROPRIATE)	BCS
KEY STAGE:	KS4		
MAIN TEACHERS:	EUT		

SUMMARY OF LEARNING ACTIVITY TYPES: (These should relate to Schemes of Work activities).

Very Frequent	- Approximately every week	Rare	- Less than occasional
Frequent	- Approximately 1 - 2 times per month	Never	- Never
Occasional	- Approximately 1 - 2 times per term		

	<u>Very Frequent</u>	<u>Frequent</u>	<u>Occasional</u>	<u>Rare</u>	<u>Never</u>		<u>Very Frequent</u>	<u>Frequent</u>	<u>Occasional</u>	<u>Rare</u>	<u>Never</u>
Teacher Talk		x				Art / Creative				x	
Discussion / Q & A		x				'Hands-On' Practicals					x
Problem-Solving	x					Physical Challenge					x
Research		x				Group-work			x		
Extended Reading		x				Role-play					x
Extended Writing			x			Offsite Visits					x
ICT Presentations	x					Other (please state)					
Video			x								

SUMMARY OF SUB-TOPICS / UNITS OF STUDY

Sub-Topic / Unit of Study Title	Typical Length of Time (Term / Half-Term / Weeks / Months)
Word processing software	Term (Autumn 1 & 2)
Presentation software	Term (Spring 1 & 2)
Spreadsheet software	Term (Summer 1 & 2)